Request To Allow Guests to Print When Connected To the Wireless Guest-Network

Return original completed form to Code 730.5, Building 12, Room E-132

Section 1: Required Information

Requestor Name: (First, Middle Initial, Last)	Type of Request:	☐ Add ☐ Change ☐ Delete

Justification for request:

Signature of Requestor:	Date:

Printer Owner: (First, Middle Initial, Last)	Owner Org Code:

Printer Owner E-Mail Address:

Printer Location	Building:	Room:

IT Security Plan Number for Printer:	Printer Hostname:

Printer IP Address:	Cable Number:

Printer Description: (Make/Model)

Section 2: Approval Directorate Computer Security Officer (DCSO)
Your signature on this form authorizes the connection of the specified printer to the Wireless Guest-Network.

Printed Name (First, Middle Initial, Last):	Signature:	Date:

Section 3: To Be Completed By 700 Support Desk ONLY

Processed by:	Date:	Date customer notified:
Printer queue name:	Date added to queue:	

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Purpose: Use this form when you wish to allow users who connect to the Wireless Guest-Network the ability to print to an existing network printer. A very limited number of printers will be allowed access to the Wireless Guest-Network.

Section 1: Required information:
Requestor Name: print the full name of the person making the request; this person will be the contact for questions and completion notification
Type of Request: if you are adding a new printer check add; if you wish to discontinue a printer as a wireless printer check delete. If this is an informational change, for example, the printer was moved to a different room in the building, check change.
Requestor email address: print the email address as it appears in x500
Telephone number: telephone number of requestor, will be used as a contact for questions
Justification for request: There are a very limited number of printers that can be attached to the Wireless Guest-Network. For the printer requested please specify the number of users and the frequency of use in addition to a short description of who will be using the printer and why.
Signature: signature of requestor
Date: date signed
Printer owner: print the full name of the person responsible for the printer
Owner org code: organization code of the person responsible for the printer
Printer owner email address: enter the owner's email as it appears in x500
Building: number of the building in which the printer is located
Room: number of the room in which the printer is located
IT Security Plan Number for Printer: 12 digit number identifying appropriate security plan associated with printer
Printer IP Address: enter unique network address assigned to the printer
Printer Hostname: enter unique host name associated with the printer network address
Jack number: enter the number of the jack if known
Printer Description: enter the make and model (e.g. Hewlett Packard LaserJet 4100N) of the printer

Section 2: Approval
Name: print the full name of the Directorate Computer Security Officer; this person must be a civil servant
Signature: signature of Directorate Computer Security Officer; this signature authorizes the printer to be accessible via the Wireless Guest-Network
Date: date the form is signed

Section 3: CNE Only; Code 730 information only
Return completed form …: the original completed and signed form must be returned to Code 730.5 in building 12, room E-132 for processing. The form can be delivered in person or via the mail. Until the properly completed form is received 700 Help Desk cannot process the printer request. Forms that are incomplete or lack proper signatures will be returned to the requestor.

Notification of printer attachment: when the 700 Help Desk has successfully attached your requested printer to the wireless network, the requestor will receive an email notification containing: the IP address/host name and the queue name/printer name.